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cc: Scott
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Reps

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RAL

Stephen R. MacLeod
Region Operations Manager
Buffalo #1610

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c/m: 12-30

December 30, 1994

TO: ALL REGION #1600 PERSONNEL

RE: MILITARY REALIGNMENT

Ladies & Gentlemen:

Effective January 1, 1995 all military units and regions will be realigned to a 3000 numerical series. Military accounts which now reside in the appropriate area, region, and division will be moved to the new military department number.

Everyone needs to understand that the Military Sales Managers are important members of our team. The Military Business Unit is totally responsible for delivering our military earnings and share objectives in 1995.

The military realignment will move all direct military accounts and all non direct military accounts currently called upon by Military Managers to the new military division. ***In some cases, non-direct retail accounts currently called on by domestic Sales Representatives will remain in domestic division.*** All Sales Reps currently calling on military accounts should continue to do so until further notice.

As a result of this military realignment a separate Military Region Operations Unit (ROU) will be made effective January 1, 1995. Therefore, General Market ROU's will no longer perform administrative functions for Military Business Unit personnel.

Any activity related to 1994 business (TPS, labor reporting, etc.) should be processed by the General Market ROU in accordance with year-end reporting timetables. ***Part-Time labor reporting for the Military Business Unit will continue to be performed by General Market ROU's through the 1st quarter of 1995.*** Access to the appropriate 3000 series division numbers will be made available to General Market ROU's to enable entering of hour and mileage information. New Part-Time labor reporting procedures beginning with the 2nd quarter of 1995 will be forwarded at a later date.

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As I know you will, please provide help and support during this transition.

Should you have any questions, please contact me.

Sincerely,

Stephen/20

S. R. MacLeod
ROM/#1610
SRM:etb

cc: S.G. Steen
ROU coordinator's

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